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**ARTEMIS PROPERTY MANAGEMENT**

**RESIDENTIAL & COMMERCIAL PROPERTY  
MANAGERS & BROKERS**



## **RENTAL SERVICE OFFERING** **PROCUREMENT/ ONCE-OFF PLACEMENTS**

### **INFORMATION BROCHURE**



# ARTEMIS PROPERTY MANAGEMENT (PTY) LTD

## RENTAL SERVICE OFFERING PROCUREMENT/ ONCE-OFF PLACEMENTS

Our **primary focus** on all our rental clients is to secure you a **well referenced and vetted tenant** and our vetting procedure includes checking tenants **through the three ITC channels**: -

- Experian
- TPN (Tenant Profile Network) and
- TransUnion

Furthermore, we will check previous Landlord details, references and confirm the history of tenant's rental with Landlord as well as checking and confirming current and previous employment histories.

### **Non-Rental Asset Management/ Once off placements: -**

1. List property and take photographs of the property.
2. Complete ingoing inspection of the unit
3. Advertising your property on the Artemis Property Management website which links to other popular property websites and relevant social media sites.
4. Securing a well referenced tenant in terms of the owners' specifications
5. Arrange viewing of the property by the prospective tenants
6. Checking tenant affordability, credit ratings, confirmed confirmation of employment, previous rental references, criminal check (5 reference checks, credit check, TransUnion, Experian and TPN)
7. Present summary of findings to landlord for approval- we'll advise based on checks and their results- but the Landlord has the final say.
8. Drawing up of lease agreement and securing deposits and first month's rental
9. Comprehensive introduction of the Tenant to the property
10. Ingoing and Outgoing inspections as required by Rental Housing Act

### **Once off placement Costs/ Procurement of Tenant Only:**

1. **Placement/ Procurement fee:** which is **6% of the monthly rental (for the rental period, as a once off).**
2. **Renewal Fee:** We charge a 4.5% the annual rent as our renewal fee.
3. We will draw up a new lease agreement and do an inspection on your property as per the Rental Housing Act.

**We shall upon conclusion of a successful Agreement of Lease:**

- Conduct the pre joint inspection as required by law and annex the report to the Agreement of Lease
- Collect the damages deposit and the first month's rental from the tenant
- Pay the remainder of the rent plus the damages deposit to the landlord within 3 working days of receipt.
- Should the first month's rent not be sufficient to cover the commission due by the landlord to the agent, the landlord agrees to pay the balance with 3 working days of being notified of the shortfall.
- No further services are required from Artemis Property Management (Pty) Ltd save from those stated herein
- Notice shall be given writing and shall be delivered by hand to a responsible person present at the domicilium or sent by telefax or email or by registered post to the domicilium (whereupon it shall be deemed to have been received 4 business days after posted)
- No variation of this agreement shall be of any force or effect unless recorded in writing and signed by both parties hereto.

**When appointing Artemis Property Management (Pty) Ltd as your Rental Agent we will:**

- Advertise your property in local media
- Advertise your property on our website [www.artemismanagement.co.za](http://www.artemismanagement.co.za) and social media sites and other property linked popular portals/sites
- Offer your property to prospective tenants
- Display TO LET signs if requested
- Advertise your property at our discretion
- Introduce potential tenants
- Maintain regular contact
- Ensure that all formalities of the Rental Housing Act and Consumer Protection Act are complied with
- Ensure that all necessary required annexures be completed and signed as part of any Agreement of Lease
- Ensure that no prospective tenant recommended by us takes occupation of the premises prior to conclusion of an Agreement of Lease